

# Selecting a Bed Type in Mstat

In preparation for the September 18th HAvBED bed poll, please make sure your facility's bed type selections are correct to provide an accurate report. This short guide will give you step-by-step instructions for this procedure.

## Navigating to Bed Types in Mstat

After logging in to the ESF 8 Portal, open Mstat in the single sign-on section of the Portal home page. Once your page opens in Mstat for your facility, look at the bottom left of the screen under "Quick Links" for Bedtype Mapping. Click the "Manage" button.

The screenshot shows the Mstat web application interface. At the top, there is a navigation bar with the Mstat logo and links for Admin, Dashboard, Patient, and Data Cell. Below the navigation bar, there is a message: "There is no current active event. Please continue normal reporting requirements". The main content area is divided into several sections. On the left, there is a "Selected Facility" section for "University Health Shreveport" with filters for Facility Type (Hospital), Region (Region 7), and Facility Name (University Health Shreveport). Below this, there are status sections for Statures, Census, and Utility Status, each with a "Last Update at" field and "No Change" and "Change" buttons. At the bottom, there is a "Quick links" section with three items: "Bedtype Mapping", "Manage Generators", and "Utility Providers". Each item has a "Last Update at" field and a "Manage" button. A red arrow points to the "Manage" button under "Bedtype Mapping", which is highlighted with a black box and the text "Click 'Manage'".

## Managing Bed Types: Adding a Bed Type

From this screen, you can activate and de-activate bed types.

1. To add a bed type, in the left column, highlight the bed type you want to add.
2. Click the ">" button in the middle.

That's it! Your new bed type will appear in your bed poll views in both Resource Management and Mstat.

You can click the "Back" button to return to the Mstat main page.

**Mstat** Admin ▾ Dashboard Patient Data Cell

There is no current active event. Please continue normal reporting requirements

Facility Type : Hospital Region : Region 7 Facility Name : [REDACTED]

**Bed Type Mapping** Help Back

All Bed Types	Facility Bed Types
CCU: Pediatric	Medical Psychiatric: Adult
Developmental Neuropsychiatric	Med/Surg: Burn
Emergency Department	Nursery/Bassinet
Holding Only: Emergency Department	Med/Surg: Telemetry
Holding Only: Other	ICU: Adult
Holding Only: PACU	Med/Surg: Adult
<b>ICU: Negative Pressure Isolation</b> ①	ICU: Burn
ICU: Neonatal: Level 1	Obstetric/Delivery

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## Managing Bed Types: Deleting a Bed Type

From this same screen, you can remove a bed type from your bed poll view.

1. To remove a bed type, in the right column, highlight the bed type you want to remove.
2. Click the "<" button in the middle.

That's it! Your new bed type will be removed from your bed poll views in both Resource Management and Mstat.

Again, click the "Back" button to return to the Mstat main page.

**Mstat** Admin ▾ Dashboard Patient Data Cell

There is no current active event. Please continue normal reporting requirements

Facility Type : Hospital Region : Region 7 Facility Name : [REDACTED]

**Bed Type Mapping** Help Back

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**Conclusion**

Managing bed types is an important function to ensure that Louisiana provides accurate data during the HAvBED polling events. You should periodically review your facility's bed types to ensure they represent an accurate picture of your facility's capabilities.

If you need any help in completing these procedure, reach out to your DRC or send an email to [esf8help@la.gov](mailto:esf8help@la.gov).

Thanks for your attention and patience!